

September 2006

HRNROTCBATT INSTRUCTION 5210.1

From: Battalion Commander

Subj: COMPANY BINDER INSPECTION

Ref: (a) HRNROTCBATTINST 1620.1  
(b) HRNROTCBATTINST 1710.2  
(c) OPNAVINST 3900.39A

1. Purpose. To establish a standard configuration for Company Binders.
2. Discussion. Each semester, Company Commanders are tasked with the administrative maintenance of their subordinates and battalion staff members returning to their company. Each Platoon Commander will have a platoon binder, which will be maintained in accordance with this instruction. Furthermore, platoon binders contain information that will help company leadership monitor their personnel more effectively, which will ultimately lead to a more efficient command.
3. Cancellation. Any previous HRNROTCBATT Company Binder Inspection notices and instructions.
4. Binder Configuration. All company binders will be configured in accordance with this instruction. Any deviation from the following arrangement will result in a one point deduction per discrepancy from the respective Company Binder Inspection score.
  - a. First Platoon Binder. Records of Battalion Staff members will be maintained in this binder. The following arrangement will be adhered to and presented in the following order:
    - (1) Section One. This section contains standard company information. Data will be presented in the following order:
      - (a) Company Recall Bill.
      - (b) Company Class Scheduler.
      - (c) Company Personnel Inspection Scores.
      - (d) Company Drill Inspection Scores.
      - (e) Company Physical Fitness Assessment (PFA)/Physical Fitness Test Scores.
      - (f) Company Organizational Risk Management Assessments.
      - (g) Company miscellaneous documentation, such as: Mentoring relationships, physical training schedule, semester training schedule, or Captains Cup schedule. Miscellaneous information is not subject to inspection.

- (2) Section Two. This section contains all Company Staff Member individual information arranged by battalion rank in descending order to include the Company Commander, Company Executive Officer, and Senior Chief/First Sergeant. Data will be presented in the following order for each person:
- (a) Personnel Data Sheet.
  - (b) Personnel Inspection Sheet.
  - (c) Drill Inspection Sheet.
  - (d) Personal Awards.
- (3) Section Three. This section contains all Platoon member individual information arranged by battalion rank in descending order. Data will be presented in the following order for each person:
- (a) Personnel Data Sheet.
  - (b) Personnel Interview Checklist.
  - (c) Fitness Reports in descending order.
  - (d) Personnel Inspection Sheet.
  - (e) Drill Inspection Sheet.
  - (f) Personal Awards.
  - (g) Performance Counseling Sheets.
  - (h) Extra Military Instruction Orders.
  - (i) Mast Notifications.
- (4) Section Four. This section contains all Battalion Staff member individual information arranged by battalion rank in descending order. Data will be presented in the following order for each person:
- (a) Personnel Data Sheet.
  - (b) Personnel Inspection Sheet.
  - (c) Drill Inspection Sheet.
  - (d) Personal Awards.

- b. Second Platoon Binder. This binder will be identical to the First Platoon Binder; except it will not contain a section four, which includes Battalion Staff information.

5. Discrepancies. Some commonly found discrepancies are listed below:

- a. Signatures in pencil.
- b. Official entries, such as sail qualifications and PFA/ PFT scores, must be written in ink.
- c. White-out is not permitted.
- d. Scribbling through, or blackening out an error is not permitted. Errors must be corrected in the following manner:
  - (1) Strikethrough the error with a single line.
  - (2) Initial the line.
  - (3) Write in the correct information.

6. Action:

- a. Battalion Administrative Officer will:
  - (1) Oversee the Company Binder Inspection program.
  - (2) Publish Company Binder turn in date with adequate notice.
  - (3) Ensure all binders are inspected thoroughly, without bias, and in a timely manner.
  - (2) Provide guidance to Company Commanders as needed.
  - (3) Report directly to the Battalion Executive Officer with all matters pertaining to the Company Binder Inspection.
- b. Company Commanders will:
  - (1) Ensure Platoon Commanders maintain complete and accurate binders that are in accordance with this instruction.
  - (2) Correspond directly with the Battalion Administrative Officer with all matters pertaining to the Company Binder Inspection.

c. Platoon Commanders will:

- (1) Maintain complete and accurate binders that are in accordance with this instruction.
- (2) Coordinate with respective company chain of command with all matters pertaining to the Company Binder Inspection.

7. Command and Signal: All questions pertaining to the Company Binder Inspections will be directed to the Battalion Administrative Officer.



B. M. Oswald